

INFORMATION BULLETIN

New Hampshire Bureau of Emergency Management - Enhanced 9-1-1

9-1-1 Mapping Fact Sheet - Address Changes/New Address Assignments

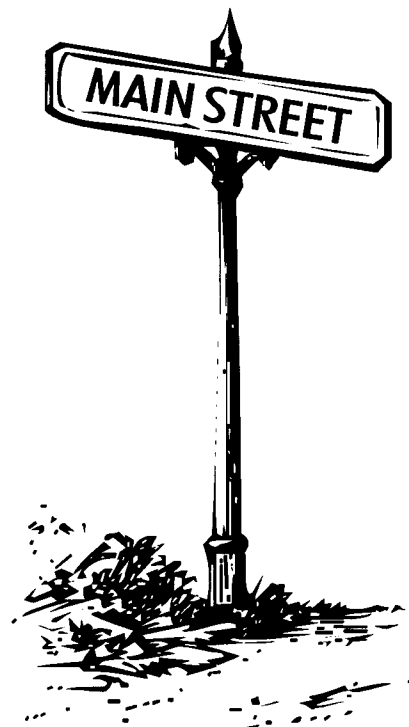
May, 2004

Address Changes/New Address Assignments A Reference for Local Officials

State Law RSA 231:133-a

Address Numbers on Streets and Highways

The governing body may adopt a system for assigning or altering address numbers of buildings and other property along any public or private way in the municipality. Prior to the actual assignation or alteration of numbers along any way or portion of any way the governing body or planning board shall hold a public hearing for which 10 days' notice has been given by posting in 2 public places in the municipality, by publication in a newspaper in circulation in the municipality, and by first class mail to all owners of property being numbered or renumbered, as indicated by town records. No public hearing shall be required where the property owner or owners voluntarily consent to their property being numbered or renumbered, as indicated by town records. Each municipality addressing numbers on streets and highways pursuant to this section is encouraged to notify the Bureau of Emergency Communications of the changes in accordance with RSA 106-H:10.



When notifying property owners of address changes, the following agencies should be notified:

- All Wired Telephone Service Providers
- US Postal Service at the Local Post Office
- Emergency Service Agencies and Dispatch Agencies
- All Municipal Departments

Note: Address changes do not trigger telephone directory changes. Changes to the telephone directory can only be made by the property owner or tenant. Consult the local telephone directory for the proper contact number.

Information to include in an address change notification letter:

- Reference to Local Ordinances or Governing Body Decisions
- Name of the Property Owner
- Former address and the new address
- Date when the address change takes place
- What size address number should be posted (Min. 2.5 inches wide, 3 inches tall, Reflective).
- Where the address number of the building should be posted
- Where unit numbers of multi unit buildings should be posted (if applicable)

- Phone number to call with questions about how or where to post the address or unit number of a property. (The NHBEM refers address posting questions to the local governing body)
- The US Postal Service supplies, free of charge, change of address cards which can be mailed to various contacts.
- Instructions to notify utility/energy providers, delivery services and any organization that relies on accurate addressing.

NOTE: Property deeds do not need to be updated as the result of an address change. Property deeds are updated with new addressing information at the time of transfer.

For all 9-1-1 mapping and addressing questions, please contact the Mapping Unit at (603)527-2069.